



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

End User Procedure

### Purpose

Use this procedure to modify a NASA identity in the event of a change in the attributes of a NASA identity.



For non-Civil Servant identities (U.S. Citizens and Foreign Nationals), only a change in Legal Name or Citizenship Status will trigger a Smartcard Reissuance request. Furthermore, a change in Contract will require a re-sponsorship, but will *not* require a Smartcard Reissuance. All other changes to the data within the *Modify Identity* tool will *not* require a Smartcard Reissuance request



For Civil Servant identities, only the addition of an upcoming non-civil affiliation is allowed to use the *Modify Identity* tool. All other changes to active Civil Servant identities are disallowed with the *Modify Identity* tool and are instead updated via Human Capital and Workforce processes (WTTS).

### Trigger

Perform this procedure when a non-Civil Servant identity requires a change. Also perform this procedure when a Civil Servant is changing Employee Type from Civil Servant to Other.

### Menu Path

Use the following URL to begin this procedure:

- <https://idmax.nasa.gov>

### Helpful Hints



Throughout this document, the terms “smartcard”, “credential”, and “PIV Badge” can be used interchangeably as they are synonymous.



Terminated identities are Read Only in the Modify Identity Tool-Click the Return User Button to update the identity if the user is returning. All tabs need to be reviewed / updated before it is submitted.



Simplified Logon will take you to the IdMAX Main Menu. You will no longer need to log in to IdMAX unless you have the feature disable on your desktop. If that is the case, then you will need to know the following information:

- Your Agency User ID (AUID) and password
- Answers to the security questions used to setup your NASA Profile



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### Procedure

1. Start the procedure using the IdMAX URL: <https://idmax.nasa.gov>.

#### IdMAX - Main Menu

2. Click the **Identity Management** link to continue to modify an Identity.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - NASA Identity Management Menu

IdMAX: Identity and Access Management Tools

Logged in as: Requester BRTest

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

NASA Identities

### NASA Identity Management Menu

**Manage NASA Identities**

- Create NASA Identity
- Modify NASA Identity
- Terminate NASA Identity

**Guest User**

- Request Guest User Account
- Update Guest User Account

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Curator: IdMAX Project Team

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https://ndmsidmdev01.ndc.nasa.gov/idm/user/processLaunch.jsp?id=NASA+TaskDefinition+Create+Identity+IF

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- Click the **Modify NASA Identity** [Modify NASA Identity](#) link to continue.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Identity Search

IdMAX: Identity and Access Management Tools

Logged in as: Requester BRTest

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Home Identity Management Credential Management Access Management Self Service Support

### Identity Search

Please complete the following information to initiate a user search:

SSN FNMSID

\* Indicates that the field is required.

Search Cancel

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4. As required, complete/review the following fields:

Field	R/O/C	Description
SSN	R	Social Security Number (without dashes) <b>Example:</b> 301301310
FNMSID	R	Foreign National Management System ID number; It is a 6-digit number used at NASA as an alternative to a Social Security Number for a Foreign National identity. <b>Example:</b> XXXXXX





## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Identity Search Screen

NASA IdMAX: Identity and Access Management Tools

Logged in as: Requester BRTest

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Home Identity Management Credential Management Access Management Self Service Support

### Identity Search

Please complete the following information to initiate a user search:

SSN 301301310 FNMSID

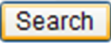
\* Indicates that the field is required.

Search Cancel

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5. Click the **Search**  button to continue.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity

6. As required, complete/review the following fields:

Field	R/O/C	Description
Re-enter SSN for verification	R	Social Security Number <b>Example:</b>



Changing the values for First Name, Last Name, and/or Assigned Center will trigger a Smartcard Reissuance request requiring sponsorship.



An Error message will appear if the SSN is not re-entered for verification.



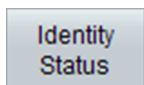
## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity- Identity Status Tab

7.

Click the **Identity Status**



tab to view the status of an identity.



Identity Status tab provides details about user's current identity, credential, and access status.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity- Citizenship Tab

IdMAX: Identity and Access Management Tools

Logged in as: Requester BRTTest

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

### Modify Identity - UserA BRTTest [599148524]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential Residency Level

#### Citizenship

☐ \* Citizenship Country: UNITED STATES

☐ Dual Citizenship Country: N/A

☐ \* Is this user a Naturalized Citizen? ☐ Yes ☒ No

\* Indicates that the field is required.

Continue Cancel

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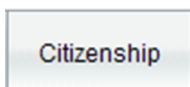
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javascript:setValue(document.mainform,"variables.AllTabs","Residential");submitCommand(document.mainform,"Recalculate")

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8.

Click the **Citizenship**



tab to view or modify citizenship.



Changing the value for Citizenship from FN to US will trigger a Smartcard Reissuance request requiring a sponsorship.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity- Residential Tab

The screenshot shows the IdMAX web application interface. At the top, there's a NASA logo and the text "IdMAX: Identity and Access Management Tools". The user is logged in as "Authorizer BRTest". A navigation bar includes links for Home, Identity Management, Credential Management, Access Management, Self Service, and Support. The main heading is "Modify Identity - Jennifer Is Testing, Jr [397031004]". Below this, a message says "Please complete the information for the user and then select the 'Continue' button." There are six tabs: Identity, Identity Status, Citizenship, Residential (selected), Affiliation, and Access Level. The "Residential Information" section contains a table with the following data:

Residential Information			
Residential Street	14308 Lovely Lane	Residential City	Madison
Residential County	Madison	Residential State	AL
Residential Zip	35758	Residential Country	US

Below the table, a note states: "\* Indicates that the field is required." There are "Continue" and "Cancel" buttons. At the bottom of the form area, it says "Web Site Owner: Sharon Ing" and "Curator: IdMAX Project Team". The footer of the browser window shows "Done", "Trusted sites", and "100%".

9.

Click the Residential  tab to verify the residential address.



The Residential information is modifiable through USS-Personal.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity- Affiliation Tab

10.

Click the **Affiliation** tab to verify the information, modify the Affiliation End Date, or add an Affiliation.



The Affiliation End Date will trigger the Auto-Termination process.

11.

Click the **Add Affiliation** button to add a new affiliation.





## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity- Add Affiliation

IdMAX: Identity and Access Management Tools

Logged in as: Authorizer BRTest

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Home Identity Management Credential Management Access Management Self Service Support

### Modify Identity - Jennifer Is Testing, Jr [397031004]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential **Affiliation** Access Level

**Affiliation**

☐ Cancel Affiliation

☒ \*Select if primary affiliation ☒ Affiliation Type Other ☐ Affiliation Status Engaged

☐ Agreement Number A-PIV-CONTRACT ☐ Company PIVCO  
☐ Agreement End Date 11/24/2012 ☐ Affiliation Sponsor Jennifer-jane F. Ickes  
☐ Affiliation Start Date 07/16/2010 ☐ \*Affiliation End Date 08/31/2010

Remove Affiliation ☐ \*Select if primary affiliation ☐ Affiliation Type Other ☐ Affiliation Status Engaging

☐ Agreement Number Please select an Agreement Number ☐ \*Company Please select a Company  
☐ Agreement End Date ☐ \*Affiliation Sponsor  
☐ \*Affiliation Start Date ☐ \*Affiliation End Date

Note: The identity must be enabled to cancel existing or add new affiliations.

Add Affiliation

\* Indicates that the field is required.

Continue Cancel

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12. Check the **Cancel Affiliation** box if the original affiliation is no longer needed.



Click the **Remove Affiliation** button if you do not need to add an Affiliation.



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### IdMAX - Modify Identity- Affiliation

13. As required, complete/review the following fields:

Field	R/O/C	Description
Agreement Number	R	The contract number the affiliate is associated to. <b>Example:</b> 07/29/2010
Company	R	The company that the identity works directly for. <b>Example:</b> PIVCO





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Field	R/O/C	Description
Affiliation Sponsor	R	Contracting Officer Technical Representative (COTR), or other federal civil service personnel responsible for work requirements. <b>Example:</b> Jane Doe
Affiliation Start Date	R	Start Date for when the identity will begin work on a project. <b>Example:</b> 07/29/2010
Affiliation End Date	R	End date of when the identity will end work on a project. <b>Example:</b> 07/29/2011



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### IdMAX - Access Level Tab

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp#variables.user.is\_assignment\_risk[0].value

IdMAX - Identity and Access Management Tools

Logged in as: Jennifer-jane F Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

Modify Identity - UserA BRTesT [080729451]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential Affiliation Access Level

**Physical Access**

☐ 0 - No access to NASA Facilities

☐ 10 - Public Access Only

☒ 20 - Controlled, Low Risk Access

☐ 30 - Controlled, Moderate Risk Access

☐ 40 - Limited Access to MEI Facilities

☐ 50 - Exclusive Access to Classified Facilities

☐ 60 - Undefined

**Logical Access**

The user's level of IT Access: 20 - Low Risk

**Assignment Risk**

☒ \*Does this user have a Public Trust impact? ☐ Yes ☒ No

\* Indicates that the field is required.

Continue Cancel

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14.

Click the **Access Level** button to modify access level.



Logical Access is modifiable via NAMs requests.

IF	THEN GO TO
You answer Yes to the user having a Public Trust Impact	<a href="#">Step 15</a>
You answer No to the user having a Public Trust Impact	<a href="#">Step 17</a>



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Access Level Tab-Public Trust Impact

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp#variables.user.is\_assignment\_risk[0].value

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management To...

Logged in as: Jennifer-jane F Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

### Modify Identity - UserA BRTesT [080729451]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential Affiliation Access Level

**Physical Access**

- ☐ 0 - No access to NASA Facilities
- ☐ 10 - Public Access Only
- ☒ 20 - Controlled, Low Risk Access
- ☐ 30 - Controlled, Moderate Risk Access
- ☐ 40 - Limited Access to MEI Facilities
- ☐ 50 - Exclusive Access to Classified Facilities
- ☐ 60 - Undefined

**Logical Access**

The user's level of IT Access: 20 - Low Risk

**Assignment Risk**

☒ \*Does this user have a Public Trust impact? ☐ Yes ☐ No


\* Indicates that the field is required.

Continue Cancel

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15. Click the Yes radio button  Yes if the user has a Public Trust Impact.



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### IdMAX - Identity and Access Management Tools

IdMAX - Identity and Access Management Tools - Windows Internet Explorer

https://idmaxtest.ndc.nasa.gov/idm/user/workItemEdit.jsp#variables.user.is\_assignment\_risk[0].value

File Edit View Favorites Tools Help

IdMAX - Identity and Access Management To...

Logged in as: Jennifer-jane F Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

### Modify Identity - UserA BRTTest [080729451]

Please complete the information for the user and then select the "Continue" button.

Identity Identity Status Citizenship Residential Affiliation Access Level

**Physical Access**

☐ 0 - No access to NASA Facilities

☐ 10 - Public Access Only

☒ 20 - Controlled, Low Risk Access

☐ 30 - Controlled, Moderate Risk Access

☐ 40 - Limited Access to MEI Facilities

☐ 50 - Exclusive Access to Classified Facilities

☐ 60 - Undefined

**Logical Access**

The user's level of IT Access: 50 - Very High Risk

**Assignment Risk**

☒ \* Does this user have a Public Trust impact? ☐ Yes ☐ No

☒ Type of Public Trust impact:

1 - None

2 - Moderate

3 - High

4 - Secret Clearance

5 - Top Secret Clearance

\* Indicates that the field is required.

Continue Cancel

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Done

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16. Select the Type of Public Trust Impact from the drop down menu.



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### IdMAX - Modify Identity

IdMAX: Identity and Access Management Tools

Logged in as: Jennifer-jane F Ickes

LOGOUT MAIN MENU HELP

Home Identity Management Credential Management Access Management Self Service Support

### Modify Identity - Jennifer Is Testing, Jr [397031004]

Please complete the information for the user and then select the "Continue" button.

Identity	Identity Status	Citizenship	Residential	Affiliation	Access Level
<b>Physical Access</b> <ul style="list-style-type: none"><li><input type="radio"/> 0 - No access to NASA Facilities</li><li><input type="radio"/> 10 - Public Access Only</li><li><input checked="" type="radio"/> 20 - Controlled, Low Risk Access</li><li><input type="radio"/> 30 - Controlled, Moderate Risk Access</li><li><input type="radio"/> 40 - Limited Access to MEI Facilities</li><li><input type="radio"/> 50 - Exclusive Access to Classified Facilities</li><li><input type="radio"/> 60 - Undefined</li></ul> <b>Logical Access</b> <p>The user's level of IT Access: 10 - Very Low Risk</p> <p>Does this user have a Public Trust impact? No</p>					

\* Indicates that the field is required.

Continue Cancel

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17. Click the **Continue**  button to complete the modify identity process.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity Verification

<input checked="" type="checkbox"/> Level of Confidence	10
<input checked="" type="checkbox"/> Logical Access Risk	Low Risk
<input checked="" type="checkbox"/> Physical Access Risk	Controlled, Low Risk Access
<input checked="" type="checkbox"/> Access Duration	Permanent
<input checked="" type="checkbox"/> UIDs	ubrtest
<input checked="" type="checkbox"/> Badge Number	

**Pending Investigation(s)**  
None

**Pending Credential(s)**  
Center Credential to Local Badge Requested Date: 07/08/2010

**Active Credential(s)**  
None

**Citizenship**  
Citizenship Country: US  
Is this user a Naturalized Citizen? No

**Residential Information**  
Residential Street: 123 Some Street Residential City: Madison  
Residential County: Madison Residential State: AL  
Residential Zip: 35758 Residential Country: US

**Affiliation(s)**  
Affiliation Other Affiliation Type Other Affiliation Status Separated  
Job Title Tester Agreement Number A-PIV-CONTRACT Company PIVCO  
Affiliation Sponsor Hartwell B. Woods Affiliation Start Date 07/08/2010 Affiliation End Date 07/31/2012

**Access Level**  
Physical Access Duration: Permanent  
Physical Access: Level 20 - Controlled, Low Risk Access  
Level of IT Access: Level 20 - Low Risk  
Does the user need an NCAD account? No  
Does the user need a NASA email (NOMAD) account? No  
Does this user have a Public Trust impact? No

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18. Verify the Identity you have modified. If all the information is correct then click the

**Submit**  button to process the modifications to the identity. If the information is not correct click the **Edit**  button to make the necessary changes or click the **Cancel**  button to cancel the request and return to the IdMAX main menu.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### IdMAX - Modify Identity Confirmation

The screenshot shows the IdMAX web application interface. At the top, there is a NASA logo and the text "IdMAX: Identity and Access Management Tools". The user is logged in as "Requester BRTest". A navigation bar includes links for "Home", "Identity Management", "Credential Management", "Access Management", "Self Service", and "Support". The main content area is titled "Create/Modify Identity" and displays a success message: "Your request has been submitted successfully." Below this message is a table with three columns: "Request Number", "User", and "UUPIC". The table contains one row with the values "NR-MI-599148524", "UserA BRTest", and "599148524". A link "Back to Main Menu" is provided below the table. At the bottom of the page, there is a footer section with the text "Web Site Owner: Sharon Ing" and "Curator: IdMAX Project Team". The browser's address bar shows the URL "https://ndmsidmdev01.ndc.nasa.gov/idm/user/main.jsp".

Request Number	User	UUPIC
NR-MI-599148524	UserA BRTest	599148524

[Back to Main Menu](#)

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19. Click **Back to Main Menu** [Back to Main Menu](#) link to return to the IdMAX main menu.



## Modifying a NASA Identity (PIV Requester) (End User Procedure)

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### Result

You have successfully modified a NASA identity using the Modify Identity tool within IdMAX.

Comments

Congratulations!